



Workforce Management

Effectively manage your workforce to improve productivity and organizational performance

Intelligently manage your workforce with a single source of data for Workforce Management and Payroll that eliminates manual processes and helps leaders make smart decisions. Dayforce drives real, quantifiable value by helping you manage your workforce through real-time, data-driven insights that put the right people in the right place at the right time, while keeping in compliance with labor rules, operational needs, and labor spend.



Improve operational efficiency

Forecast and create efficient schedules to help optimize the deployment of your workforce while validating time data



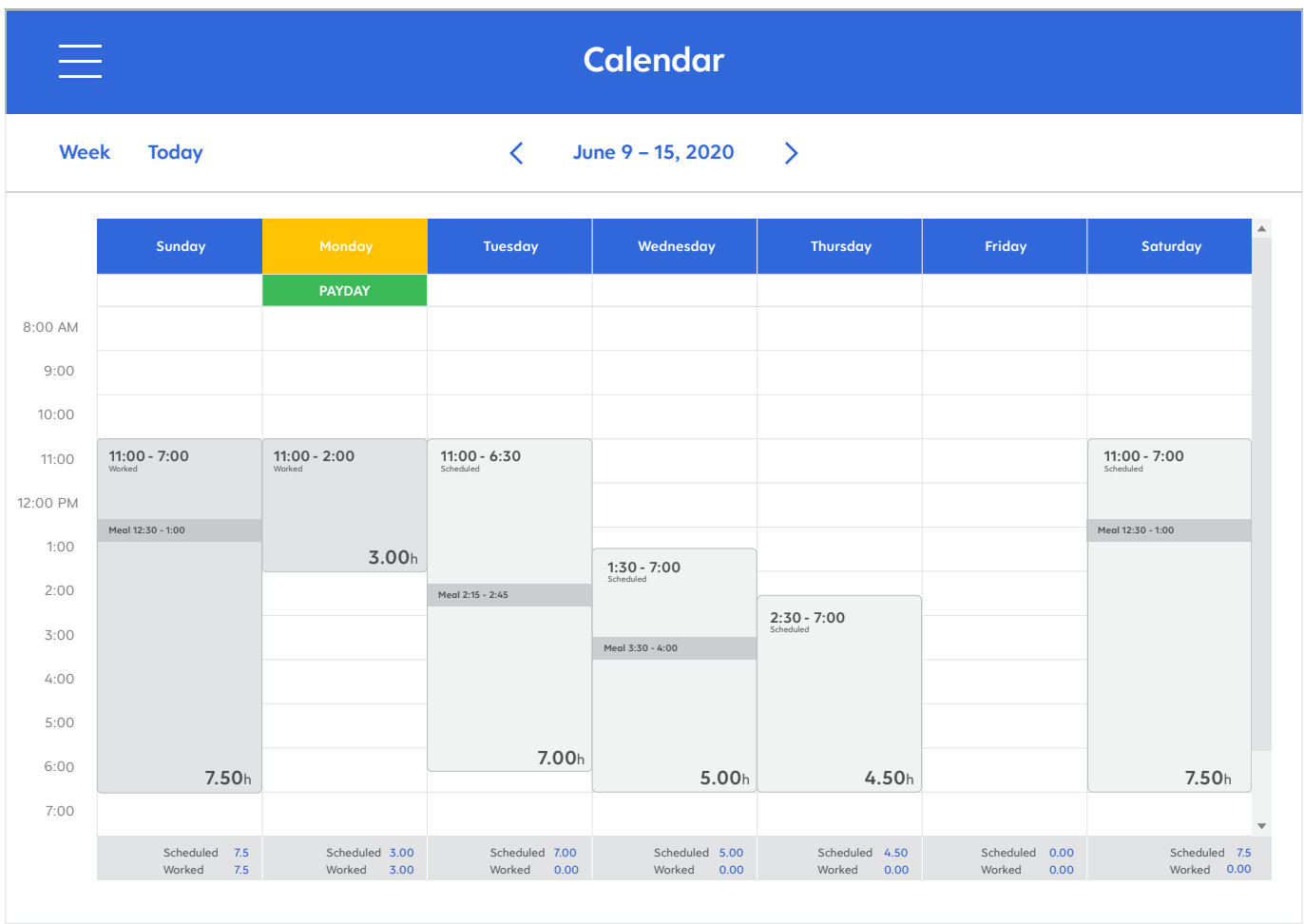
Control labor costs

Increase your labor spend visibility by monitoring your workforce deployments against your budget, helping you stay on target



Reduce compliance worries

Stay on top of complex organizational and legislative policies to validate time and help ensure accurate payroll data



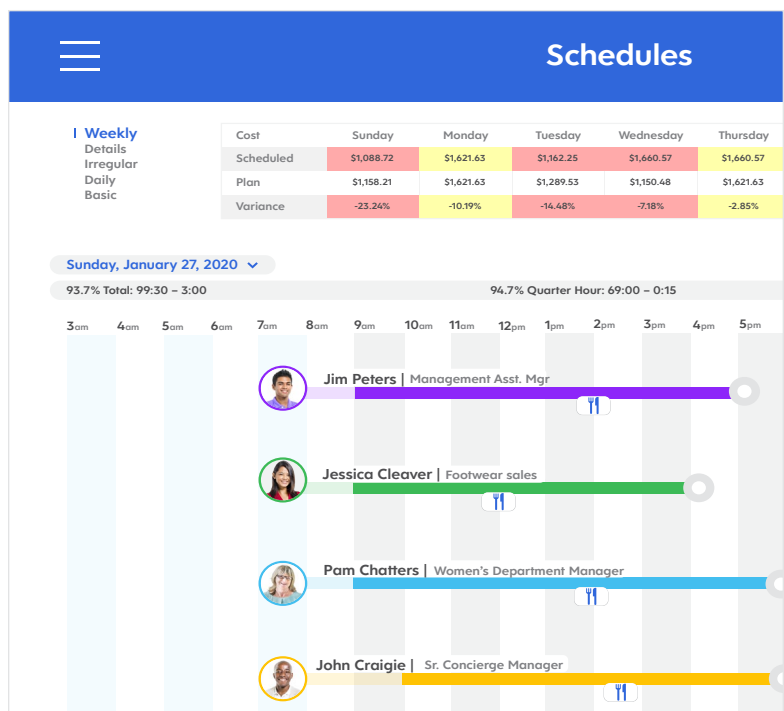
Planning and Scheduling

Take the guesswork out of labor planning while optimizing coverage based on operational targets. Optimize your labor spend, improve operational efficiency, and stay on top of compliance to help reduce organizational risk and the impact to your bottom line.

Features

- Define the key performance indicators (KPIs) specific to your business to help track labor demand more accurately
- Provide safeguards with KPI thresholds that limit the fluctuation of KPIs to help meet your goals while staying on budget
- Create real-time relationships between KPI's, historical data, and budget rules to stay on target while meeting labor demand needs at all organizational levels
- Take advantage of a heat map that fosters alignment between your forecast and your ideal targets to better plan your labor demand needs
- Leverage an easy-to-use, highly visual tool to build schedules using a variety of methods and patterns based on your operational processes
- Deploy your workforce using advanced algorithms and prescriptive tools to build schedules that reduce under/overscheduling and help to maximize labor efficiency
- Advanced scheduling provides the right employee coverage mix (i.e. balancing the longest tenured employees, labor costs, and the right set of skills) while adhering to budgetary and policy constraints
- Facilitate labor compliance by validating schedules against applicable labor rules such as minimum rest periods, minor work rules, overtime, and company scheduling practices
- Flag issues with real-time alerts that warn managers of potential violations before they become problems, to help reduce organizational risk

Plan						
<div>Load Save Reset Initialized Publish Plan</div>						
Store 120 January 27 – February 2 2020						
	Budget	Forecast	Manager Adjust	Schedule	Actual	Ideal
> Sales	\$932,198.75	3.37%	\$959,810.48	11,111.37	\$86.38	\$8.57
> Transactions	\$932,198.75	3.37%	\$959,810.48	11,111.37	\$86.38	\$8.57
> Total Labor Cost	\$932,198.75	3.37%	\$959,810.48	11,111.37	\$86.38	\$8.57
Monday	\$237,556.71	3.33%	\$245,050.34	2,811.14	\$87.17	\$8.58
Tuesday	\$932,198.75	3.37%	\$959,810.48	11,111.37	\$86.38	\$8.57
Wednesday	\$237,556.71	3.33%	\$245,050.34	2,811.14	\$87.17	\$8.58
Thursday	\$237,556.71	3.33%	\$245,050.34	2,811.14	\$87.17	\$8.58
		3.33%	\$245,050.34	2,811.14	\$87.17	\$8.58



Time and Attendance

Empower your team to quickly and accurately track time and attendance for their workforce. Real-time employee time validation enables organizations to accurately calculate gross pay while adhering to complex rules and policies. View the real-time impact of timesheet changes or edits to better control labor costs and maintain more accurate employee time records.

Features

- Track time through flexible clocking options that record punches in real time to help reduce time theft and other inaccuracies related to time capture
- Validate schedules against employee punches to improve data accuracy and control labor spend in real time
- Automate the calculation of Federal, Provincial, and Municipal gross pay rules, as well as organizational shift premiums to accurately calculate gross pay
- Minimize time review cycles by reviewing data by exceptions, helping to quickly identify and correct potential errors, increasing the accuracy of payroll
- Review and approve time, resolve errors, and compare actual versus budgeted labor costs in one place to save time and reduce effort
- Empower your employees to view and compare their scheduled vs. actual worked time, receive notifications of errors and exceptions, provide electronic sign-off, and communicate directly with their manager
- Optimize your complex vacation bidding process through an efficient, automated engine to provide fair and flexible bid options for employees while reducing administrative burden

Calendar

Week Today
< June 9 – 15, 2020 >

v **Problems**

>

Sunday Jun 7, 2020

	Scheduled Time	Actual Time	
	11:00	10:59	Shift Start
	12:30	12:30	Meal Start
	1:00	12:58	Meal End
	8:00	8:02	Shift End

Manager Comments

Timesheet No comment has been entered

Schedule No comment has been entered

Timesheets			
<div> <div>✖ 0 Errors</div> <div>⚠ 2 Warning</div> <div>ℹ 0 Information</div> </div>			
	Severity	Employee	Message
	Warning	Chelsea Doyle	Chelsea Doyle's shift starting
	Warning	Aaron Glover	Ashton Short's shift starting
Employees	Sunday, Sep 30		Monday, Oct 1
Aaron Glover Full Time		<div>🟢 Package Handler</div> <div>➡ 9:00 AM - 5:30 PM</div>	<div>🟢</div> <div>➡</div>
Alfonso Boyd Full Time		<div>🟢 Receiving</div> <div>➡ 9:00 AM - 5:30 PM</div>	<div>🟢</div> <div>➡</div>
Amena Bender Full Time	<div>🟡 Assembly Material</div> <div>➡ 9:00 AM - 5:30 PM</div>	<div>🔴 Assembly Material</div> <div>➡ 9:00 AM - 5:30 PM</div>	
Angela Stuart		<div>🟢 Distribution</div> <div>➡ 9:00 AM - 5:30 PM</div>	<div>🟢</div> <div>➡</div>

Absence Management

Features

- Manage, review, and approve time away requests rapidly through self-service capabilities, giving you more time to focus on your core work
- Keep employees aware of their available balances and accruals when requesting time away from work to enable more informed decision-making
- Get greater visibility across your team and into the future with a Multi-week Calendar that provides a snapshot into potential coverage issues across a 5-week period
- Flexible rules and qualifiers help to optimize configurability and allow you to easily calculate employee entitlements
- Real-time connections throughout the platform allow employees to see approved time off automatically reflected on schedules and time cards, without any extra effort
- Validate absences against your organization's policies to enforce organizational rules, such as minimum balances and black-out periods

Create Time Off Request

Time Requested: 8.00 Hours

Reason: Vacation Start: 6/10/2020 End: 6/10/2020

Type of Request: All Day Partial Day

Employee Comments

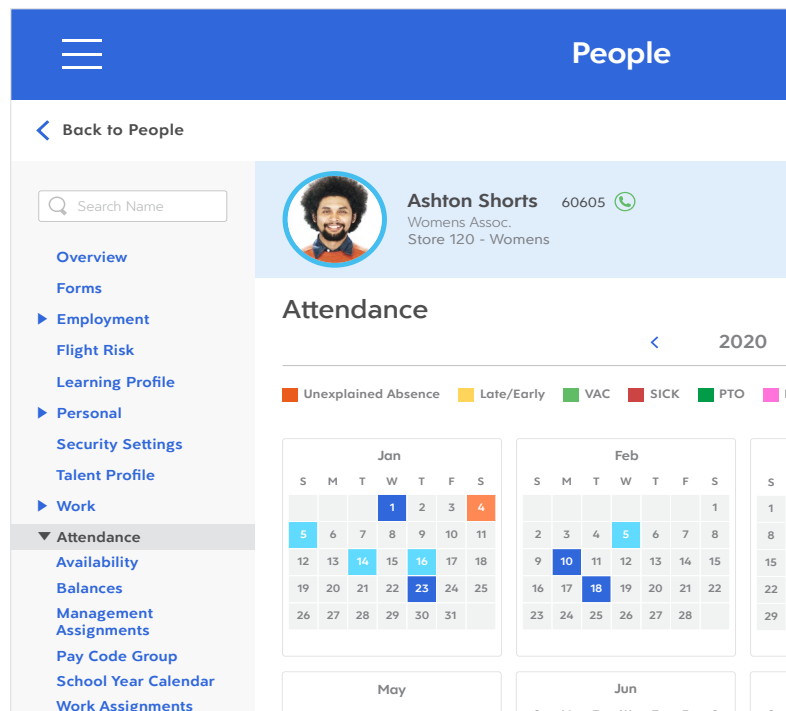
Balances

Balances Details		Expiring Transactions			
Type	Start	End	Accrued	Approved	Pending
Personal	1/1/2020		54.00	-3.00	0.00

Attendance Management

Features

- Leverage interactive scorecards to monitor and evaluate employee attendance to better spot potential absence patterns and track absenteeism
- Automate the process of tying absences to disciplinary actions, while rewarding perfect attendance
- Control how absences are handled through flexible rules and methods for tracking attendance to better understand and act on attendance violations
- Get real-time alerts as attendance violations occur to stay informed of employee absenteeism, and reduce the cost impact of no-shows
- Improve organizational alignment by communicating attendance policies with employees to keep them informed of attendance and disciplinary rules



Task Management

Features

- Easily create, prioritize, and deploy tasks strategically for projects and activities to drive greater efficiency and optimize labor spend
- Align tasks with corporate goals to better understand the business impact of tasks and integrate them into planning and scheduling efforts
- Readily view the status and details of corporate, regional, and district level tasks for tracking and managing tasks to budget and completion
- Set competencies for tasks so that only employees that have the proper skills to complete the task can be assigned to it, helping to ensure task completion within the budgeted hours and at the desired quality
- Get greater visibility into both service and non-service hours as well as labor spend investments that align with your budget
- Optimize collaborative employees and labor models to ensure efficient coverage during low, medium, and high-volume times, allowing you to complete tasks efficiently and hit your operational targets

Projects

Features

- View, manage and allocate work being done into a project structure that helps track performance, reduce labor costs, and align the workforce with corporate goals
- Record and allocate work against specific projects to better reflect time and effort distribution across your workforce and capture valuable insight into the work being performed by your employees
- Assign projects to locations, positions, and/or employees to better track the status and success of projects, and maintain accountability across your organization
- Define start dates, due dates, and project statuses to enforce timely, efficient completion of projects and help achieve project goals
- Facilitate compliance by helping to ensure minimum and maximum hour allocations are met to prevent costly violations of union and regulatory policies

Task Management

Load

Reset

ACME Co (G1-10-25)
1/9/2020 - 3/7/2020

Status	Progress	Task Name	Location	Schedule Impact
<div></div>	Assigned	New Hire Store Walkthrough	Store 120	No
<div></div>	Assigned	Merchandise Rearrangement	Store 120	No
<div></div>	Assigned	Merchandise Rearrangement	Store 120	Yes
<div></div>	Assigned	Cleaning	Store 120	Yes
<div></div>	Assigned	Quarterly Inventory	Store 120	No
<div></div>	Assigned	New Hire Store Walkthrough	Store 120	No

Projects

▼ Finance Projects

▼ 2019 Q1 Audit

Management Review

Accountants Audit

Prepare Financial Statements

▼ Floor Reorganization

▼ Inventory

Accessories Inventory

Footwear Inventory

Womens Inventory

Accessories Inventory

Created on 06/01/2020 by Karen Cooley

Details

Time Logged

Job and Pay Code Setup

Project Name*

Accessories Inventory

Organization*

Retail Co. USA

Start Date*

6/28/2020

Due Date*

6/28/2020

Parent*

Inventory

Project Description*

Inventory of Accessories Dep

% Complete

Completed Date*

Budgeted Hours

8

Budgeted Amount

Priority

2

Project Client

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Mobile

Features

- Allow employees to easily manage common self-service tasks like setting their availability, requesting time away from work, and checking their schedules to help them maintain productivity
- Empower employees to better manage their schedules by allowing them to trade, swap, and accept shifts on their mobile device or tablet to help reduce absenteeism
- Record punches and transfers through the mobile clock as a modern alternative to traditional clocking options. Geo-fencing helps ensure that employee punches are only recorded while at their scheduled work location
- Leverage the convenience of Dayforce Assistant to enhance the employee experience by using simple voice/text commands to complete common self-service tasks
- Get visibility into employee details including upcoming shifts, time away from work, and any relevant HR or time data to improve the efficiency of managers
- Review and approve employee availability, requests, and time data as a manager to stay informed and better manage the workforce

